Command Career Counselor Toolbox

Navy Career Tools

Description

Navy Career Tools are web-based applications designed to support and enhance Sailor career management, retention and professional development This information sheet identifies the online applications that you must use to support Sailors, Sailor careers, and command career information programs. If you do not routinely use ALL of the applications listed below, both you and your Sailors will miss the many opportunities and advantages provided.

Sailor Career Development

Eight online applications form the basic Command Career Counselor Toolbox. It is your responsibility to use these tools to ensure Sailors are afforded every opportunity to achieve a successful Navy career and subsequent transition to civilian life.

- ▶ Career Information Management System (CIMS)
- ▶ Career Management System/Interactive Detailing (CMS/ID)
- ▶ Fleet Rating Identification Engine (Fleet RIDE)
- ▶ Perform to Serve (PTS) (via Fleet RIDE)
- ▶ Fleet Training Management and Planning System (FLTMPS)
- ▶ Navy Retention Monitoring System (NRMS)
- ▶ Officer Personnel Information System (OPINS)
- ▶ Transaction Online Processing System (TOPS)
- ▶ Transition Assistance Program (DD Form 2648 and 2648-1)

NOTE: You may download this information sheet, as well as the *Sailor Career Toolbox* information sheet, from the Navy Personnel Command web site at http://www.public.navy.mil/bupers-npc/Pages/default.aspx. Click (NPC Quick Links) Career Toolbox.

Required Actions

- Use applications identified in the CCC Toolbox to support Sailor careers and manage command career information programs.

- Direct Sailors to the *Sailor Career Toolbox* and be prepared to instruct them in how to use their toolset to develop and manage their careers.

- Resource command personnel, including your Command Master Chief, Training Officer, and Education Services Officer.

- Resource web sites, including Navy Knowledge Online (NKO), Naval Personnel Command (NPC), Navy College, and Navy Fleet and Family Support Center (FFSC). See the last page for a recommended list of official websites providing Navy career information and resources.

- Resource references, including the *Sailor Career Toolbox*, NPC *Career Handbook*, *Command Career Counselor Handbook* (NAVPERS 15878K), Learning and Development Roadmaps (LaDRs), and the annual *AllHands Owners' and Operators' Manual*.

See the following 10 pages, one for each Career Tool.

Career Information Management System (CIMS)

Description

CIMS automates Career Counselor office procedures and simplifies processes supporting the command's career information program.

Using CIMS, the CCC can create and maintain Command Career Counselor records, prepare for Career Development Boards (CDBs), view Armed Services Vocational Aptitude Battery (ASVAB) scores, access Selective Reenlistment Bonus (SRB) and retirement calculators, obtain a variety of lists and reports, and print certificates for reenlistment and retirement.

Log in to CIMS via https://nsips.nmci.navy.mil using CAC and CAC-enabled computer.

Get Started

Request access to CIMS and NRMS simultaneously.

Go to NPC at
http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

Click Career Info > Career Counseling > CIMS.

- Download and use *5 Tips - Highlighting CIMS SAAR Process*

Find Assistance or Help

Contact NSIPS help desk.

- Call 877-589-5991, Option 3; DSN 647-5442, Option 3
- email nsipshelpdesk@navy.mil

Go to NPC > Career Info > Career Counseling > CIMS

- Use points of contact provided

Find Supporting Information Online

Go to NPC > Career Info > Career Counseling > CIMS.

- Review web page content and download *CIMS User Guide*

Required Actions

- Establish CIMS account for yourself and your Team.
- Use CIMS to manage your command career information program.
- Review Sailor personnel and professional data when preparing for CDBs, personal interviews, and individual counseling sessions. Input and verify permanent Career Development Boards.
- Generate Individual Career Development Plan (ICDP).
- Assign command sponsor; track sponsor information.
- Generate reports for command leadership review.
- Update contact information for prospective losses.
- Input Sailor Electronic Service Record (ESR) Administrative Remarks (Page 13), as necessary. (See *CIMS User Guide*, Section 19, for guidance.)

NOTE: An afloat version of CIMS is available on ships with NSIPS Web Afloat server installed.

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Career Management System/Interactive Detailing (CMS/ID)

Description

CMS/ID provides Sailors the ability to explore future job opportunities, identify career enhancing jobs that meet professional and personal goals, and identify the specific skills and abilities required to perform jobs they desire.

Log in to CMS/ID at https://www.cmsid.navy.mil/jass/Index.action using CAC and CAC-enabled computer.

Alternately, log in to NKO at https://wwwa.nko.navy.mil/. On the CAREER MANAGEMENT tab, click CMS - Interactive Detailing.

Get Started

Establish access in the CCC and COMMAND Roles.

Go to NPC at
http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

Click Enlisted > CMS/ID.

- Select Request Letter; download letter and submit as directed

Find Assistance or Help

Contact CMS/ID Help Desk.

- Call 800-537-4617, Option 2; DSN 647-7070; email cmsidhelpdesk@navy.mil

Contact CMS/ID Support Staff.

- Call 901-874-4140; DSN 882; email CMSID_inbox@navy.mil

Contact ISIC Counselor.

Find Supporting Information Online

Go to NKO > Career Management > Navy Career Tools.

- View user aids provided for Sailors, Command Career Counselors, and CO/XO/CMC/COB.

Go to NPC > (NPC Quick Links) > Perform to Serve (PTS).

Go to CMS/ID > Help.

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Required Actions

- Using CCC Role, view Sailor Personnel and Career data; view Sailor Career Intentions; monitor Sailor Applications and provide assistance if required.

- When CMS/ID is unavailable to Sailors, obtain current REQ data, submit Sailor Job Applications, and obtain Application Results on their behalf.

- Ensure Sailors review data on the CMS/ID Sailor Info tab beginning 18 months prior to Projected Rotation Date (PRD). Support Sailor efforts to update personnel and career data.

- Use CMS/ID Reports (e.g., Career Intentions) to inform and update command leadership.

- Using CMD Role, support command view of incoming Sailor applications and submit comments to Detailers.

Fleet Rating Identification Engine (Fleet RIDE)

Description

Fleet RIDE provides a comprehensive assessment of Sailors and their eligibility and/or qualification for Navy enlisted ratings or jobs.

Using Fleet RIDE, Counselors screen Sailors for ratings based on individual aptitude (ASVAB/AFCT scores), moral/legal status, and medical/physical status, while taking into account needs of the Navy based on Career Reenlistment Objectives (CREO).

Log in to Fleet RIDE at https://fleetride.sscno.nmci.navy.mil.

Get Started

Establish Fleet RIDE account.

Go to Fleet RIDE at https://fleetride.sscno.nmci.navy.mil.

- Click 1) SAAR Form and 2) SAAR Addendum (small blue text in lower right corner)
- Scan and email completed form to paul.d.martin@navy.mil or FAX to 901-874-2041

Find Assistance or Help

Contact Fleet RIDE help desk.

- 901-874-2970; DSN 882-2970; email to paul.d.martin@navy.mil

Contact Global Distance Support Center.

- 877-418-6824 (CONUS), Option 3; DSN 510-422-6824 (OCONUS); Option 3
- Send email to anchordesk@navy.mil

Find Supporting Information Online

See NAVADMINs 014/09 and 197/09.

Required Actions

- Use Fleet RIDE to screen PACT Sailors ("Professional Apprenticeship Career Track Program") prior to requesting any of the following: Rating Entry Designation, Apprenticeship change, Navy Wide Advancement Exam quota, "A" School assignment.
- Use Fleet RIDE to validate Sailor qualifications and to submit PTS applications as directed by MILPERSMAN 1440-060 and current NAVADMIN(s).
- Use Fleet RIDE to review PTS results monthly and to update Sailor applications as necessary to increase retention opportunities. Also, recommend Sailors review "PTS- Plain Talk for Sailors" user aid (located at NPC > (NPC Quick Links) > Perform to Serve (PTS) for PTS timeline and checklist.

NOTE: An obsolete version of Fleet RIDE Afloat that does not include PTS is currently being removed from the NIAPS suite.

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Perform to Serve (PTS)

Description

PTS acts as a Navy force shaping tool and acts as quality screening by controlling reenlistments for E6 and below with less than or equal to 14 years of Naval service.

Counselors submit Sailor PTS applications as directed by MILPERSMAN 1440-060 and current NAVADMIN(s). Sailors may apply to reenlist in rating, or reenlist for lateral conversion to an undermanned rating for which they qualify. Sailors are required to submit a PTS request, regardless of reenlistment intentions, 15 months prior to their SEAOS (to receive first look at 12 months). Special Circumstance applications can be submitted at the 12 month mark from PRD, EAOS or other special circumstance (Decomm, Early Transfer). Sailors also can choose to apply for a quota to affiliate with the Naval Reserve, but can not submit for both USN and USNR. The SELRES option window is 15 to 3 months to SEAOS.

Access PTS via Fleet RIDE at https://fleetride.sscno.nmci.navy.mil.

Get Started

Establish Fleet RIDE account.

Go to Fleet RIDE at https://fleetride.sscno.nmci.navy.mil.

- Click 1) SAAR Form and 2) SAAR Addendum (small blue text in lower right corner)
- Scan and email completed form to paul.d.martin@navy.mil or FAX to 901-874-2041

Find Assistance or Help

Contact Perform to Serve (PTS) help desk.

- 901-874-2102; DSN 882; email to pts_help_desk@navy.mil

Contact NPC Customer Service Center.

- 866-U-ASK-NPC; 866-827-5672; email to cscmailbox@navy.mil

Find Supporting Information Online

Go to NPC > (NPC Quick Links) > Perform to Serve (PTS).

Required Actions

- Review information posted on the NPC website to maintain awareness of current policy. Use available resources to ensure Sailors received accurate guidance regarding PTS quotas and conversion opportunities.
- Conduct Career Development Board to determine Sailor career objectives.
- Use Fleet RIDE to determine Sailor eligibility for lateral conversion to undermanned ratings.
- Submit Sailor PTS applications as directed by MILPERSMAN 1440-060 and current NAVADMIN(s).
- Review PTS quotas monthly and update applications to ensure Sailor has greatest opportunity for PTS approval.

Fleet Training Management and Planning System (FLTMPS)

Description

FLTMPS integrates manpower, personnel, training and education (MPTE) information into a single reporting system. FLTMPS enables access to numerous reports to assist in monitoring and managing training requirements, unit manning, Sailor personnel records, and Sailor training status.

Using FLTMPS, Counselors can view Sailor's Administrative Data, NECs, Career History, Education, Language Skills, and Quals/Certs. Available reports include Advancement, Time-in-Rate Eligible, Projected Gains/Losses, Career Status Bonus, Education Summary, and Dependent Care Plan, among others. All reports can be printed and/or downloaded into Excel documents for viewing at a later date.

Log in to FLTMPS at https://ntmpsweb.ntmps.navy.mil/fltmps/ using CAC and CAC-enabled computer.

Get Started

Establish FLTMPS account.

Got to FLTMPS at https://ntmpsweb.ntmps.navy.mil/fltmps/.

- Click NTMPS Access Request Application and follow instructions provided

Find Assistance or Help

Contact command Training Officer (TRAINO).

Contact NTMPS Support Office.

- 866-438-2898, Option 1; email support@ntmpshelp.com

Contact Global Distance Support Center.

- 877-418-6824 (CONUS), Option 3; DSN 510-422-6824 (OCONUS); Option 3
- Send email to anchordesk@navy.mil

Use resources provides on the FLTMPS Help tab

Find Supporting Information Online

Log in to FLTMPS at https://ntmpsweb.ntmps.navy.mil/fltmps/.

- Review information provided on the Help tab

Required Actions

- Review Sailor personnel and professional data when preparing for Career Development Boards, personal interviews, and individual counseling sessions.
- Monitor gains and losses.
- Use reports to monitor and support Sailor advancement.
- Use report data to inform and update command leadership.

NOTE: Released in OCT 2010, FLTMPS Afloat is available on ships with NIAPS 2.3 upgrade, via the NKO at Sea portal.

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Navy Retention Monitoring System (NRMS)

Description

NRMS provides Counselors the ability to report and analyze retention data.

Log in to NRMS at https://nsips.nmci.navy.mil.

Get Started

Establish account (request access to NRMS and CIMS simultaneously).

Go to NPC at http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

- Click Career Info > Career Counseling > NRMS
- Download *NRMS SAAR Process and Initial Login Procedures*.

Go to NKO at https://wwwa.nko.navy.mil/.

- In the "Quick Links" box, click NSIPS.
- Locate User Documents box to download:
    - *UCFR - How to Gain Access via the SAAR Process*

Find Assistance or Help

Contact NSIPS help desk.

- 877-589-5991, Option 3; DSN 647-5400, Option 3
- email nsipshelpdesk@navy.mil

Find Supporting Information Online

Go to NPC > Career Info > Career Counseling > NRMS.

- Review page content
- Download *Set-up and CCC Reports*
- Download *Understanding the RET/ATT report*

Required Actions

- Provide retention statistics report to command leadership.
- View CIMS analytic tools to track progress of program usage, such as on-time PTS submissions.

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Officer Personnel Information System (OPINS)

Description

Using OPINS, Counselors input Sailor requests for SRB, STAR, Career Status Bonus (CSB), and transfer to the Fleet Reserve.

Log in to OPINS at https://miap.csd.disa.mil using CAC and CAC-enabled computer.

Get Started

Establish OPINS account.

Go to NPC at http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

- Click Organization > NPC > Information Management > Corporate Systems > OPINS
- Download and complete OPNAV 5239/14 SAAR-N, then FAX to 901-874-2660, DSN 882-2660, or email to mill_p331sysaccess@navy.mil in a PDF format.

Establish Multi-Host Internet Access Portal (MIAP) account.

Go to MIAP at https://miap.csd.disa.mil.

- Click Enter MIAP Portal; follow directions to "Create New Account"

Find Assistance or Help

Contact NPC Customer Service Center.

- 866-U-ASK-NPC; 866-827-5672; email to cscmailbox@navy.mil

Contact Multi-Service Operational Support Team.

- 800-443-2448, Option 2; DSN 430-7426, Option 2; email miap@mech.disa.mil

Find Supporting Information Online

- For MIAP, go to https://miap.csd.disa.mil. Click Enter MIAP Portal. Underneath the Link Library heading, click MIAP User Manual v.10
- For SRB and STAR, go to NPC > Career Info > Enlisted Career Admin > Enlisted Incentives
- For Fleet Reserve, go to NPC > Career Info > Retirement/LIMDU/TDRL

Required Actions

- Use OPINS to view servicemember's career history and other information.

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Transaction Online Processing System (TOPS)

Description

TOPS enables designated command personnel to communicate safely and efficiently with designated Personnel Support Detachment (PSD) via the Internet. Customer commands submit, track and receive feedback on pay and personnel related transactions.

TOPS uses secure network protocol to protect Sailors' Personal Identifying Information (PII) when transferring personnel documents used to update NSIPS.

Log in to TOPS at https://twms.nmci.navy.mil/TOPS, using CAC and CAC-enabled computer.

Get Started

Establish TOPS account.

- Contact local Personnel Support Detachment (PSD) TOPS Network Account Manager (NAM) to initiate process to establish your account

Find Assistance or Help

Contact Personnel Officer or Personnel Specialist.

Contact local PSD TOPS Network Account Manager (NAM).

- Request training
- Request information regarding local or customized policies

Contact TOPS Technology Team Help Desk.

- 619-532-2428; DSN 522; email mps-tops@navy.mil

Find Supporting Information Online

- See NAVADMIN 044/09

Required Actions

- Use TOPS as directed by NAVADMIN 044/09.
- Use TOPS to submit personnel documents to PSD for subsequent data entry into NSIPS.
- Direct Sailors to monitor ESR and verify documentation of personal, personnel, and career data.

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Transition Assistance Program (DD Form 2648 and 2648-1)

Description

To ensure Sailors fully understand their eligibility and how to access services and benefits, Career Counselors provide a legally-mandated, pre-separation counseling session to transitioning Sailors who have been on active duty for more than 180 days. Counseling is conducted no later than 90 days prior to projected separation/retirement date. Sailors separated or retired due to disability receive counseling regardless of length of service.

Per NAVADMIN 300/11, Career Counselors will document all pre-separation counseling via online DD Form 2648 and 2648-1.

Log in to TAP at www.dmdc.osd.mil/tap, using CAC and CAC-enabled computer to document counseling online.

Get Started

Attend the DOD Pre-Separation Counselor Training Course in Denver, CO. For quota control, contact NCCM Michael Cheshier (information below).

To gain access to the Transition online tool, submit a completed SAAR (DD 2875) to Mr. David Greene (information below). Ensure you electronically sign block 11 with your CAC.

Find Assistance or Help

Contact CNIC Force Career Counselor, NCCM Michael Cheshier

- (202) 433-3072; email michael.cheshier@navy.mil

Contact OPNAV N135F Policy Analyst, Mr. David Greene

- (901) 874-6545; email david.greene@navy.mil

Contact the NPC Customer Service Center

- 866-U-ASK-NPC; 866-827-5672; email to cscmailbox@navy.mil

Find Supporting Information Online

See NKO (https://wwwa.nko.navy.mil/) > Career Management > Command Career Counselor > Separation, Transition, Fleet Reserve, Retirement

Required Actions

- Attend the DOD Pre-Separation Training Course as soon as operationally possible. Participating command/units incur no costs for tuition, airline travel, lodging, meals, hotel shuttle, or per diem. Contact NCCM Michael Cheshier for a course quota.
- Establish access to the Transition Assistance Program online tool from OPNAV N135F Policy Analyst.
- Review the Verbatim Script for Pre-Separation Counseling checklist (DD Form 2648 & 2648-1).
- Counsel separating Sailors, utilizing the Verbatim Script for Pre-Separation Counseling.
- Generate a DD Form 2648 or 2648-1 Pre-Separation Counseling Checklist on each separating Sailor who has more than 180 days of active service.
- Download *Pre-Separation Guide* from the Turbo TAP website (http://www.turbotap.org).
- Ensure Sailor is scheduled and attends a TAP class offered through the Fleet & Family Support Center.

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Websites for Career Information

Description
The Internet provides multiple resources for career information. Counselors are cautioned to use only official websites to obtain current information, policy and documents.

Navy Personnel Command
http://www.public.navy.mil/bupers-npc/Pages/default.aspx
- NPC > Career Info > Career Counseling
- NPC > NPC Quick Links > Career Toolbox
- NPC > Reference Library > Messages
- NPC > Reference Library > MILPERSMAN

Navy Knowledge Online
https://wwwa.nko.navy.mil/
- NKO > Career Management > Command Career Counselor
- NKO > Career Management > Navy Career Tools
- NKO > Career Management > Navy Advancement Center
- NKO > Career Management > Personnel Qualification Standards

Navy Directives (Instructions)
http://doni.daps.dla.mil/default.aspx

Navy College
https://www.navycollege.navy.mil

Fleet and Family Support Center (FFSC)
http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/FleetAndFamilyReadiness/FamilyReadiness/FleetAndFamilySupportProgram/index.htm
(copy entire URL into Internet browser)

U.S. Citizenship and Immigration Services
http://www.uscis.gov/portal/site/uscis

U.S. Navy
http://www.navy.mil

USN Recruiting
http://www.navy.com/

USNR Recruiting
http://www.navyreserve.com

Required Actions
- Bookmark online resources and reference as necessary to support Sailor career counseling and command career information programs.

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